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-:-NUMBER 231

JUNE 19, 1950

PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

SECRETARY'S MEMORANDUM No. 1253 NATIONAL FARM SAFETY WEEK: The week of July 23 - 29 has been proclaimed by the President as National Farm Safety Week. The Secretary has asked each agency to assist in every possible way to improve the safety record in Agriculture. It is the policy of PMA to cooperate fully in the undertaking. A copy of Secretary's Memorandum #1253, the Presidential Proclamation, and a Department Fact Sheet are attached. Distribution of these and other material has been made to state and county PMA offices. DISTRIBUTION: A, B.

NEW AND REVISED INSTRUCTIONS

201.2 5-22-50 CERTIFYING OFFICERS: This instruction prescribes procedure for the designation and appointment of officers authorized to certify vouchers for payment, the revocation of such authority, and defines the responsibilities and accountability of authorized certifying officers. Further instructions pertaining to CCC activities will be issued under PMA 201.3. (See separate notice on this PT regarding Forms Manual Insertions for the forms referred to in this instruction.) DISTRIBUTION: A, B-09, B-15. (Distributed separately)

313.1 6-9-50 REVISED EMPLOYMENT UNDER LETTERS OF AUTHORIZATION: This instruction has been revised to (1) change certain authority numbers to agree with current Civil Service Commission regulations, (2) substitute a new item H in paragraph V for old item H, which is no longer used, (3) change the item numbers on Standard Form 50 to agree with the latest revision of that form dated October 1949, and (4) correct various other items to bring them into agreement with current regulations or procedures. Remove PMA 313.1 dated 5-6-49 and insert the revised instruction, (histributed Separately) DISTRIBUTION: A. B.

FORMS MANUAL INSERTIONS

Insert the attached Forms Manual Insertions in the Forms Manual:

TREAS. DEFT. (No Number)

SCHEDULE OF OFFICERS OR EMPLOYEES AUTHORIZED TO CERTIFY VOUCHERS FOR PAYMENT TO DISBURSING OFFICERS UNDER THE EXECUTIVE BRANCH OF GOVERNMENT: PMA Instruction covering use: 201.2. DISTRIBUTION A, B-09, B-15.

FORMS MANUAL INSERTIONS (CONT'D)

REVOCATION OF AUTHORITY TO CERTIFY VOUCHERS FOR TREAS. DEPT. PAYMENT TO DISBURSING OFFICERS UNDER THE EXECUTIVE (No Number)

BRANCH OF THE GOVERNMENT: PMA instruction covering

DISTRIBUTION: A. B-09. B-15 use: 201.2.

BOND - CERTIFYING OFFICER: PMA Instruction covering TREAS DEPT.

(No Number) use: 201.2. DISTRIBUTION: A, B-09, B-15

TREAS. DEPT. SIGNATURE CARD: PMA instruction covering use: 201.2 No. 1686

DISTRIBUTION: A, B-09, B-15

OBSOLETE FORMS

A list of obsolete forms dated June 19, 1950, is being distributed with this Procedure Transmittal and Check Sheet, for addition to "Obsolete Forms Supplement 1" dated February 15, 1950, DISTRIBUTION: A, B.

UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF THE SECRETARY

WASHINGTON

April 13, 1950

MEMORANDUM NO. 1253

National Farm Safety Week
July 23-29, 1950

The President's Proclamation calling upon the Nation to observe the last week in July as National Farm Safety Week appears on the other side of this memorandum. This observance is sponsored by the National Safety Council and the Department of Agriculture, in cooperation with many agencies and individuals who are making a determined effort to reduce the serious toll of farm accidents. The theme for the week suggests individual responsibility for learning and observing good rules for the safety of oneself and others.

Information collected by the Bureau of Agricultural Economics and the Safety Council reveals a widespread incidence of preventable accidents on farms. About 17,500 farm lives are lost by accidents each year and over a million farm people are injured. Surveys show an average loss of twenty days from work or regular activity for each of these injuries. The dollar cost of medical care, time lost, and property damage from accidents and fires affecting farm people is probably around a billion dollars annually — a sizable fraction of annual farm income. The cost in human misery is incalculable.

Therefore, I am calling upon the Department to assist in every possible way to improve the safety record of agriculture. National Farm Safety Week provides an opportunity to focus attention on the year-round problem of farm safety. Agencies of the Department dealing directly with farm people will again bear the major responsibility for promoting and coordinating the Safety Week program, under leadership of the Extension Service. But I urge all agencies of the Department, through their publications and other educational media, to give vigorous support to the program.

Secretary

Charles F Brannan

NATIONAL FARM SAFETY WEEK

→ <u>1950</u> ←

By the President of the United States of America

A Proclamation

Whereas: the widespread occurrence of preventable accidents is a matter of national concern; and

Whereas: experience has demonstrated the value of a concentrated effort to stress the importance of learning and conscientiously observing farm-safety rules; and

Whereas: a wider awareness of those rules would result in a material reduction of the accident toll among farm people;

Now, therefore, J. Harry S. Truman, President of the United States of America, do hereby designate the week beginning July 23, 1950, as National Farm Safety Week, and I earnestly request all organizations and individuals interested in farm life and the welfare of farm people to join in a continuing campaign designed to promote the safety of workers on the farm.

I also request the United States Department of Agriculture and other apprepriate Federal agencies, as well as farm and safety organizations, schools, civic groups, and all media of public information to encourage the study and observance of farm-safety rules during the designated week and throughout the year.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

Done at the city of Washington this eleventh day of April in the year of our

Lord nineteen hundred and fifty, and of the Independence of the United States of America the one hundred and seventy fourth.

By the President :

Tream licheson

Secretary of State

National Farm Safety Week 1950 THEME: LEARN AND OBEY FARM SAFETY RULES

U. S. DEPARTMENT OF AGRICULTURE

FACT SHEET



THESE ARE THE FACTS

Each year, according to estimates made by the National Safety Council and the National Fire Protection Association, farm people sustain about

17,500 fatalities from accidents:

1,500,000 disabling injuries caused by accidents;

35,000 buildings destroyed by fire.

The annual losses represented by these accidents and fires are probably around \$1,000,000,000.

The cost represents the equivalent of an annual tax of \$35 per year to every farm resident throughout the country.

Most of this COULD BE PREVENTED

CALENDAR

July 23 - Sunday - Church Day, with the emphasis on saving

July 24 - Monday - Home Safety Day, with the accent on good housekeeping.

July 25 - Tuesday - Livestock Safety, with the accent on handling animals safely.

July 26 - Wednesday - Safety from falls.

July 27 - Thursday - Highway Safety Day.

July 28 - Friday - Machinery Safety Day.

July 29 - Saturday - Review Day. Review of all phases of accident prevention, particularly learning and practicing farm safety rules.

OUR 1950 GOAL

To encourage ALL FARM RESIDENTS to

LEARN AND OBEY FARM SAFETY RULES.

Let's bring our farm accident rate down.

If we can reduce the accident rate by 10 percent this year

WE WILL SAVE 1,750 lives,

Prevent 150,000 disabling accidents; and SAVE \$100,000,000.

Use the list of rules on page 3 as a basis of your efforts to reduce this heavy annual toll.

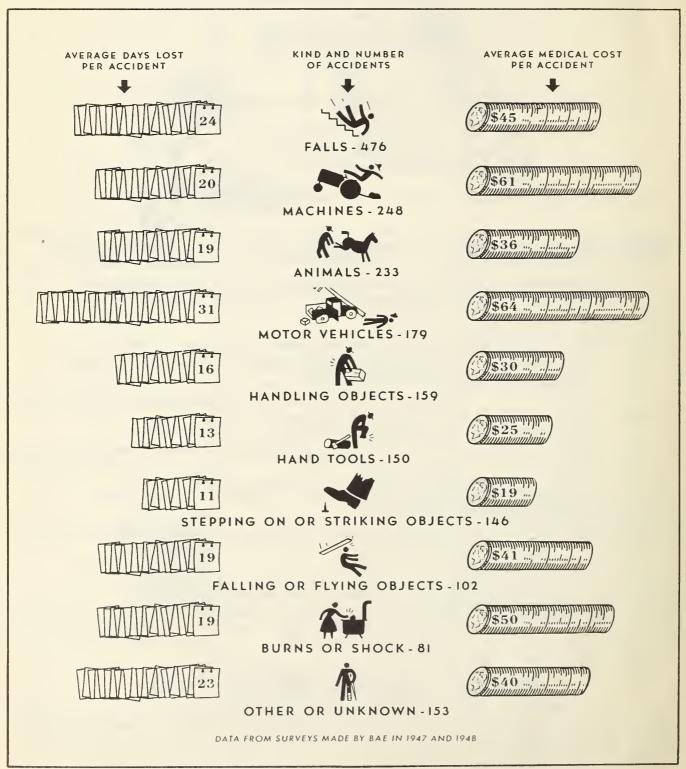
SPONSORS OF NATIONAL FARM SAFETY WEEK

The National Safety Council, which conceived National Farm Safety Week in 1944, and the United States Department of Agriculture, in cooperation with the National Fire Protection Association, the Farm Equipment Institute, the American Farm Bureau Federation, the Farmers' Union, the National Grange and many other organizations interested in agriculture and farm life.

The President of the United States has officially proclaimed National Farm Safety Week each year.

SURVEY RESULTS ON 2000 FARM ACCIDENTS

A survey of nearly 2000 farm accidents made by the Department of Agriculture showed the following kinds occurring in the order of frequency shown. The severity of the different kinds of accidents is reflected in the average number of days lost and the average medical cost of each kind. Figures do not include time or dollar costs for fatal or permanent total disability accidents.



LEARN AND OBEY FARM SAFETY RULES

The National Safety Council believes that a knowledge of the hazards and a determination to eliminate them is essential to safety in agriculture. Rules are reminders of some of these hazards and of the best ways to deal with them. One of these rules may save a life on your farm this year.

Check over the list of 15 simple rules below, and make special note of any that you do not habitually observe. They are the ones you need most to learn this Farm Safety Week, and to be watching for during the year ahead.

- 1. Keep walkways and steps in good repair, unobstructed and well lighted.
- 2. Keep ladders in good repair and easily accessible in case of emergency.
- 3. Always stop a machine before unclogging, oiling, or adjusting it. Keep all machine guards and safety devices in place.
- 4. Don't wear loose and floppy clothes around machinery.
- 5. Start tractors smoothly and turn corners slowly -avoid ditch banks and soft ground always hitch to the drawbar.
- 6. Speak to animals when approaching them. Keep them calm by acting with calm self assurance yourself.
- 7. Always keep bulls in safe bull pens. Never handle bulls unless they are properly restrained.
- 8. Know and obey all traffic laws. Stop driving if you get sleepy. Never ride with a driver who has had a "drink".
- 9. Keep your back straight and lift heavy loads with your leg muscles. Don't try to lift anything that is too heavy for you.
- 10. Use the right tools for the job make sure they are in good condition keep them in a safe place.
- 11. Give prompt attention to even minor injuries.
- 12. Keep'guns unloaded except when actually using them. Treat every gun as though it were loaded. And NEVER aim at anything you don't want to shoot.
- 13. Don't use kerosene to start fires. Pour kerosene or gasoline outdoors to prevent the accumulation of treacherous vapors. Dry clean outdoors.
- 14. Don't smoke around the barn.
- 15. Never swim alone. Never dive into water without first determining the depth. And be careful around boats of any kind never stand up in small boats.

LOOK AHEAD AND BE READY TO COPE WITH THESE HAZARDS

Just ahead is the busy harvest season when farm accidents reach the highest point of the year. This is the time to be especially careful with machinery and tools. Thousands of farm workers will be seriously injured or killed because of not following the simple precautions outlined for handling tractors and other farm machinery. Thousands more will be laid up for a week or two because of mishandling axes and other hand tools - many with loss of fingers or toes.

With the coming of winter, fires will be an increasing hazard and thousands of homes and outbuildings will burn down, unless precautions are taken. Motor vehicle accidents, a source of the most severe injuries all year round, will be even more frequent than usual, because of icy roads. Falls in and around houses will continue to be numerous, because of cluttered stairways inside and icy steps outside.

Spring will bring another rash of tractor accidents, connected with plowing and harrowing. An average of 10 or more people in every county will be kicked, thrown or stepped on by horses or cows — injuries mostly preventable by proper handling of animals.

All kinds of haying accidents will occur during the summer: workers will get their hands caught in hay ropes and pulleys; others will fall from hay mows or have loads of hay fall on them. Some will run pitch forks into their feet. Many severe cuts will be suffered by those who get hands or legs caught in combines or threshing machines. With children out of school, recreational accidents will reach a peak.

These are a few of the hazards that will lead to accidents in the year ahead. To protect yourself from them, LEARN, REMEMBER, AND OBEY FARM SAFETY RULES.

WHAT CAN INTERESTED ORGANIZATIONS DO?

Organizations interested in farm life and welfare can help by calling attention to the need for accident prevention and by sponsoring contests, demonstrations, and safety talks in their programs.

WHAT CAN PRESS AND RADIO DO?

Newspapers and magazines can run editorials, cooperative advertising supplied by the Advertising Council, stories of farm accidents, local plans for safety campaigns, local accident statistics, and national background material.

Radio networks and local stations can broadcast live spot announcements based on this fact sheet, interviews with accident victims, talks by program leaders, special farm safety events, transcriptions supplied by the National Safety Council and the United States Department of Agriculture, and by arranging for short messages on regular farm radio commercial shows.

Some radio stations in the past have arranged for such special programs as "My Farm Safety Hint," and "My True Accident Story," contests, hazard hunts, etc.

WHAT CAN FARM PEOPLE DO?

Learn and practice farm safety rules to eliminate the unsafe habits and conditions that cause accidents.

Make their farms and homes much safer by resolving to do things the right way - which means the commonsense safe way.

Make farm safety a family affair 365 days a year.

Note: Additional farm safety information is available from the United States Department of Agriculture, Washington 25, D. C., the National Safety Council, 20 N. Wacker Drive, Chicago 6, Ill., and from State Agricultural Extension Services and their County Agricultural and Home Demonstration Agents.

| FORIN NO. 1686 TREASURY DEPARTMENT BUREAU OF ACCOUNTS (Revised 4-1-46) | SIGNATURE CARD | Certifying officer under public law No. 389, approved De- cember 29, 1941. |
|--|---|--|
| Department, establishment, or age | ncy | |
| Bureau or office | | |
| Official signature of officer or employee authorized to cer- tify youchers for payment | | |
| • | (Official sig | (nature) |
| Class of vouchers | | |
| I certify that the above is | (Full name exactly as it appear | |
| | *************************************** | ***** |
| Date | (Reverse must be completed) | 1612869-2 |

REVERSE OF SIGNATURE CARD

| Date of bond | | |
|---------------------|-------------------|--|
| Surety | | |
| Penalty | | |
| ffice address of ce | rtifying officer: | |
| Street and numb | er | |
| City and State | | |

FORM NO.: Treasury Form No. 1686

TITLE: SIGNATURE CARD

ACTUAL SIZE: 3" X 5"

PRINTED: | card, both sides

PREPARATION:

Eight cards by designated authorized certifying officer. If payments will be certified through more than one disbursing office, an additional signature card is required for each additional disbursing office.

DISTRIBUTION: All cards to AF Division, Fiscal Branch for forwarding to Office of Budget and Finance with the Schedule of Officers or Employees Authori $^{\rm Z}$ ed to Certify Vouchers, to be forwarded to Treasury Department with the original and two copies of signed schedule.

PROCEDURE COVERING USE: PMA 201.2

DISTRIBUTION: A, B-09, B-15

5-22-50



REVOCATION OF AUTHORITY

TO CERTIFY VOUCHERS FOR PAYMENT TO DISBURSING OFFICERS UNDER THE EXECUTIVE BRANCH OF THE GOVERNMENT

| Revocation Sch | ned | ule | No. |
|----------------|-----|-----|-----|
|----------------|-----|-----|-----|

Department, Establishment, or Agency

The authorizations of the officers or employees mentioned below to certify vouchers for payment pursuant to Public Law No. 389, approved December 29, 1941, are hereby revoked, effective at the close of business on the date indicated below in each case:

| Name | Authorization Schedule No. | Bureau or Office | Place of Payment | Effective Date of Revocation |
|------|----------------------------------|------------------|-----------------------------------|------------------------------------|
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| Date | | (Héac | d of Department, Establishment, o | r Agency) |
| | | | | |

FORM No.: Unnumbered

TITLE: REVOCATION OF AUTHORITY

ACTUAL SIZE: 8" X 102" PRINTED: | sheet, | side

PREPARATION:

Original and 7 copies by AF Division.

D:STRIBUTION: Original and 2 copies for the Treasury Department, one copy for Secretary's files, one for office of Budget and Finance, one for AF Division, one for the

originating fiscal office and one for the certifying officer.

PROCEDURE COVERING USE: PMA 201.2

DISTRIBUTION: A, B-09, B-15

5-22-50

Agriculture - Washington



BOND-CERTIFYING OFFICER

(When Surety is a Corporation)

(Read carefully and follow strictly rules and instructions on reverse side)

| 1 | That we | | | | |
|---|---|--|--|--|--|
| 2 | as Principal. | | | | |
| 3 | and (C.1) (State) | | | | |
| 4 | a corporation organized under the laws of the State of | | | | |
| 5 | as Surety, are held and firmly bound unto the United States of America in the penal sum of | | | | |
|) | | | | | |
| 6 | dollars (\$), for the payment of which sum, well | | | | |
| 7 | and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, | | | | |
| 8 | jointly and severally, firmly by these presents. | | | | |
| 9 | Sealed with our seals, and dated this | | | | |
|) | This bond shall be effective(Date) | | | | |
| 1 | WHEREAS, under the Act of Congress approved December 29, 1941, entitled "An Act to fix the | | | | |
| 2 | responsibilities of disbursing and certifying officers, and for other purposes," the above-bounden principal | | | | |
| 3 | has been duly designated and authorized in writing by the head of the | | | | |
| 1 | , to certify vouchers to disbursing officers under the Executive Branch of | | | | |
| 5 | or agency) the Government; and under said Act shall be held responsible for the existence and correctness of the | | | | |
| 3 | facts recited in the certificates, or otherwise stated on the vouchers or their supporting papers, and far | | | | |
| 7 | the legality of proposed payments under the appropriations or funds involved; and subject to all pro- | | | | |
| 3 | visions of said Act shall be held accountable for and required to make good to the United States the | | | | |
|) | amount of any illegal, improper, or incorrect payment resulting from any false, inaccurate, or misleading | | | | |
|) | certificate made by him, as well as for ony payment prohibited by law, or which did not represent a legal | | | | |
| E | obligation under the appropriations or funds involved: | | | | |
| 2 | NOW, THEREFORE, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, That if | | | | |
| 3 | the said principal shall well and truly perform and discharge, according to the laws of the United States | | | | |
| 1 | and rules, regulations, and instructions now or hereafter enacted, prescribed or issued, the duties imposed | | | | |
| 2 | upon him in connection with the eertification of vouchers to such disbursing officers, and shall make good | | | | |
| 3 | to the United States any amount for which he snall be held accountable pursuant to such laws, rules, | | | | |
| 7 | regulations, and instructions; then this obligation shall be void and of no effect; otherwise it shall remain | | | | |
| 3 | in full force and effect. It is expressly agreed that this is a continuing obligation covering not only the term of the said prin- | | | | |
|) | cipal under his present appointment and designation but also the term of terms of all such future appoint- | | | | |
| t | ments and designations by the head of the department, establishment, or agency referred to above, under | | | | |
| 2 | which he shall continue to exercise such duties. | | | | |
| | Signed, sealed, and delivered in the presence of— | | | | |
| | WITNESSES TO SIGNATURE OF PRINCIPAL: | | | | |
| | [CDAT] | | | | |
| | (Name) (First name) (Middle Initialite) (Surname) (Principal) | | | | |
| | (Realdance—number and street) | | | | |
| | (City) (State) [CORPORATE SEAL] | | | | |
| | (Surety) | | | | |
| | (Bullers are board to the | | | | |
| | Ву | | | | |
| | (City) The rate of annual premium on this bond is \$ per thousand; the annual | | | | |
| | | | | | |
| | promium on this bond is \$ | | | | |
| | | | | | |

FORM NO.: Unnumbered
TITLE: BOND - CERTIFYING OFFICER

ACTUAL SIZE: $8\frac{1}{2}$ " X |4" PRINTED: | sheet, both sides

PREPARATION: Original by designated authorized certifying officer.

OISTRIBUTION: To AF Division, Fiscal Branch, for approval and transmittal through the Office of Budget and Finance to the Treasury.

PROCEDURE COVERING USE: PMA 201.2

DISTRIBUTION: A, B-09, B-15

5-22-50



SCHEDULE OF OFFICERS OR EMPLOYEES AUTHORIZED TO CERTIFY **VOUCHERS FOR PAYMENT TO DISBURSING OFFICERS UNDER** THE EXECUTIVE BRANCH OF GOVERNMENT

Schedule No.

Department, Establishment, or Agency.....

Pursuant to Public Law No. 389, approved December 29, 1941, the officers or employees mentioned below are hereby authorized to certify for payment, effective, 194..., vouchers of the classes indicated opposite their names. Bond has been fixed by me in the amount shown.

| | Vouchers To Be Certified | | | |
|------|--------------------------|-------------------------|------------------|-------------------|
| Name | CLASS | FOR BUREAU OR OFFICE | PLACE OF PAYMENT | AMOUNT OF BOND |
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(Head of Department, Establishment, or Agency)

S. S. SOVERBRENT PRINTING OFFICE 15-27363-1

FORM NO.: Unnumbered

TITLE: SCHEDULE OF OFFICERS OR EMPLOYEES

AUTHORIZED TO CERTIFY VOUCHERS FOR PAYMENT TO DISBURSING OFFICERS UNDER THE EXECUTIVE BRANCH OF GOVERNMENT

PREPARATION: Original and 7 copies by AF Division.

DISTRIBUTION: Original and two copies for the Treasury Department, one copy for Secretary's files, one for office of Budget and Finance, one for AF Division, one for the originating fiscal office and one for the certifying officer.

PROCEDURE COVERING USE: PMA 201.2

DISTRIBUTION: A, B-09, B-15

5-22-50

Agriculture - Washington

ACTUAL SIZE: 8" X 1012"

PRINTED: | sheet, | side



OBSOLETE FORMS

THE FOLLOWING FORMS HAVE BEEN DECLARED OBSOLETE AND SHOULD BE ADDED TO "OBSOLETE FORMS - SUPPLEMENT 1".

| OBSOLETE FORM | TITLE | SUPERSEDED BY |
|------------------------|--|-------------------|
| 38-AAA-1 | Instructions for Rev. of MQ's | MQ-52 |
| 38-AAA-2 | MQ Review Regulations | MQ-51 |
| 38-AAA-3 | Applic. for Rev. of MQ | MQ-53 |
| 38-AAA-4 | Notice of Untimely Filing | MQ-54 |
| 38-AAA-5 | Notice of Insufficiency | MQ-55 |
| | Notice of Hearing | MQ-56 |
| 38-AAA-6 | Order of Dismissal | MQ-57 |
| 38-AAA-7 | Determination of Rev. Com. | MQ-58 |
| 38- AAA -8 | Oath of Rev. Committeemen | MQ-59 |
| 38-AAA-9 | OF CU OI Ve. COUNTY CCEETTED | 146-02 |
| AAA-425 | Statement of Allotment Transactions | PMA-581 |
| AAA-426 | Breakdown of Audited Vouchers | |
| AAA-427 | Statement of Transactions - S/D | |
| | | |
| ACP-219A | Cons. Practices in Use & to be Established | |
| Commodity Loan Form 49 | Expenditure Document | CL-49 |
| (8-12-49) | | (5-26-50) |
| (0 12 10) | | |
| Commodity Purchase | Purchase Agreement Settlement (Dispose of | Commod. Purch. |
| Form 4(2-23-49) | also the undated edition printed prior to | 4(12-6-49) |
| • | 1949) | · |
| | | |
| FDA-357 | Federal Appeal Grade Certificate - Flat or | GR-158 & |
| | Roll | GR-158-1 |
| FDA-660 | Notice of Results of Review | CN-323 |
| • | | |
| FP-6 (7-26-48) | Claim for Reimbursement | FP-6 (Rev.) |
| · · · | | |
| FV-283 | Purchase Record | |
| | | |
| *GRain=145(3-11-46) | Intermarket Inspection Slip | GR-145(4-25-49) |
| | | |
| PMA-L-31(1-12-50 | Employee Suggestion | PMA-L-31(6-2-50) |
| PMA-459(3-1-48) | Monthly Rept. of Approp. Fund Transactions | PMA-459 (4-14-50) |
| PMA-460(3-1-48) | Monthly Report of S/D or Gen'l Funds Monthly Report of Trust Fund Transactions | PMA-460(4-17-50) |
| PMA-461(3-1-48) | Monthly Report of Trust Fund Transactions | PMA-461(4-17-50) |
| SS=79 | Adjudication Record | |
| SS=79 SS=87 | Bill of Sale | |
| | | |

^{*}If an asterisk (*) precedes the form number, stocks of the form are to be used up. Otherwise, stocks are to be disposed of in accordance with FMA Instruction 436.1. If a date follows the number in the first column, do not dispose of any stocks dated later than that date.

Agriculture - Washington

DISTRIBUTION: A, B.

